

MILSCAP

MILitary

Standard

Contract

Administration

Procedures



DEFENSE LOGISTICS AGENCY

HEADQUARTERS
CAMERON STATION

ALEXANDRIA, VIRGINIA 22304-6100

DoD 4000 .25-5-M

DLMSO (DLA-LM)

15 Mar 93

FOREWORD

This manual is issued under the authority of Department of Defense (DoD) Directive 4000.25, "Administration of Defense Logistics Standard Systems, " and implements provisions of the Federal Acquisition Regulation (FAR) and the DoD FAR Supplement (DFARS) .

The purpose of this manual is to prescribe standard procedures for use in exchanging contract related data in automated form between purchasing offices (including inventory and program managers) and field contract administration offices, e.g., Defense Contract Management Districts (DCMDs) and Military Department plant cognizance representatives. These procedures have been established to attain a greater degree of simplification, standardization, and automation in the processing of contract related data. This standardization provides the basis for Defense Components to design and implement compatible internal procedures for coding, transmitting, decoding, and using automated logistics information. The MILSCAP program will reduce the flow of hard copy documents between contract administration organizations and other DoD activities, permit uniform systems at the contract administration level and allow systems to be tailored to Department/Agency requirements at other activities, ensure that the systems of the contract administration offices are responsive to the data needs of the purchasing activities, inventory managers, program managers, and financial activities, and assure a uniform data system which makes the most economical use of resources. The proper use of these procedures will permit improvements at all levels by providing:

- a. Standard formats, data elements, and codes for capturing key contract information.
- b. Standard procedures for forecasting and reporting deliveries.
- c. Computer processable contract payment notification for input into allotment and obligation status records.

Editorial changes and clarifications contained in this publication of the manual are designated in ***bold italics***.

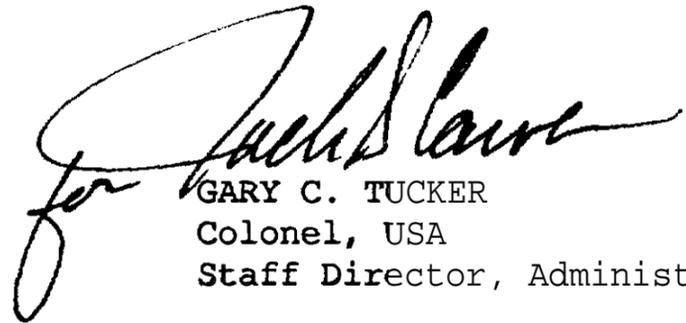
This manual supersedes DoD 4000.25-5-M, June 1987, and Changes 1 through 6.

DoD 4000.25-5-M

Department of Defense activities requiring copies of this manual should submit requests through normal requisitioning **channels of the** DoD Component, as shown on pages 1-9 and 1-10. Heads of DoD Components may issue supplementary instructions **only** when necessary to provide for unique requirements within their respective commands.

Recommendations for revisions to this manual are encouraged. All proposed revisions or corrections should be sent to the designated focal points as shown on pages 1-7 and 1-8.

BY ORDER OF THE DIRECTOR



GARY C. TUCKER
Colonel, USA
Staff Director, Administration

DISTRIBUTION:

Army : DA 12-04-E (Block 0373)
Navy: Special Distribution
Air Force: F
Marine Corps: HB
Defense Logistics Agency: 2; 62

MILITARY STANDARD CONTRACT ADMINISTRATION PROCEDURES

TABLE OF CONTENTS

	<u>PAGE</u>
Foreword	i
Table of Contents	iii
Acronyms and Abbreviations	xi
References	xv
Definitions and Terms	xvi i
CHAPTER 1 - ADMINISTRATIVE AND GENERAL	
A. Authority	1-1
B. Purpose	1-1
C. Applicability	1-1
D. Policy	1-1
E. Responsibility	1-2
F. Focal Point Committee	1-6
G. Publication of the Manual	1-8
H. Proposed Changes	1-11
I. Approved Changes	1-12
J. Supplemental Procedures	1-13
K. Quarterly Status Review	1-14
L. Semiannual Implementation Status Report (RCS : DD-P&L (Q&SA) 1419)	1-14
M. Noncompliance with Prescribed MILSCAP Procedures and Other Unresolved Problems	1-15
N. Addressee for MILSCAP Data	1-15
CHAPTER 2 - SYSTEM CONCEPT	
A. General	2-1
B. Provisions	2-1
C. Overall System Description	2-2
D. Relationship of Certain FAR and DFARS Provisions to MILSCAP	2-3
E. MILSTRIP, MILSTRAP, and MILSTAMP Interfaces	2-4

	<u>PAGE</u>
F. Technique for Transmitting Amounts and Quantities which Equal or Exceed Allotted Data Field	2-5
 CHAPTER 3 - ABSTRACTS OF CONTRACTS	
A. General	3-1
B. Abstract Objective and Uses	3-1
c. Inclusions and Exclusions	3-2
D. Contractual Documents	3-2
E. Initiation and Distribution of Contracts and Abstracts	3-3
F. Structure of the Abstract	3-3
G. Tailoring of Abstracts	3-6
H. Abstract Formats	3-8
I. Acknowledgment /Cancellation	3-8
J. Exemptions/Exclusions	3-8
 CHAPTER 4 - ABSTRACTS OF CONTRACT MODIFICATIONS	
A. General	4-1
B. Source Documents	4-1
c. Validation and Distribution	4-2
D. Changing Noncontrol Data	4-5
E. Changing Control Data	4-5
F. Adding or Deleting Data	4-6
G. Unsolicited Submission of Omitted and/or Correction of Erroneous Data	4-7
H. Exemptions/Exclusions	4-8
 CHAPTER 5 - SHIPMENT PERFORMANCE NOTIFICATION	
A. General	5-1
B. Flow and Distribution	5-1
c. Shipment Performance Notice	5-1
D. Incomplete Items	5-2
E. Quantitative Discrepancies	5-3
F. Replacement Shipments	5-3
G. Cancellations	5-3
H. Data Discrepancies	5-4
I. Exemptions	5-4

PAGE**CHAPTER 6- DESTINATION ACCEPTANCE REPORTING**

A. General	6-1
B. Flow of Documents	6-1
c. Delivery Date	6-1
D. Acceptance Alert	6-2
E. Acceptance Report	6-3
F. FollowUP	6-5
G. Cancellations and Corrections	6-6
H. Exemptions/Exclusions	6-6

CHAPTER 7 - REVISED DELIVERY FORECAST

A. General	7-1
B. Flow and Distribution	7-1
c. Forecast Delivery Date	7-1
D. Reason for Revision	7-1
E. Recommended Act ion	7-2
F. Urgency of Procurement	7-2
G. Revised Delivery Forecast	7-2
H. Hard Copy Revised Delivery Forecast	7-3
I. Changes, Corrections, and Cancellations	7-3
J. Transaction Status Indicator Codes	7-3

CHAPTER 8 - RESERVED**CHAPTER 9 - CONTRACT PAYMENT AND COLLECTION NOTIFICATION**

A. General	9-1
B. Cent ract Payment Notice Formats	9-1
c. Accounting Classification Header Record	9-2
D. Disbursement/Collection Record	9-2
E. Deduct ion Record	9-2
F. Variance Record	9-3
G. Line Item Report Record	9-3
H. Collection Transactions	9-4
I. Text Header Record	9-4
J. Recipients of Payment Notices	9-6

	<u>PAGE</u>
CHAPTER 10 - RESERVED	
CHAPTER 11 - CONTRACT COMPLETION STATUS REPORTING	
A. General	11-1
B. Basis for Contract Closing	11-1
C. Standard Times for Contract Closing	11-1
D. Contract Completion Statement	11-1
E. Unclosed Contract Status (UCS)	11-3
F. Contract Closeout Extension (CCE)	11-3
G. Cancellations	11-4
H. Fast Pay Contracts	11-4
APPENDIX A - MILSCAP DATA ELEMENTS AND CODES	A-1
A1 Document Identifier Codes	A1-1
A2 Dating Techniques	A2-1
A3 Defense Priorities and Allocations System	A3-1
A4 Identity Codes	A4-1
A5 Free On Board Site	A5-1
A6 Type of Business	A6-1
A7 Kind of Contract	A7-1
A8 Type of Contract	A8-1
A9 Criticality Designator	A9-1
A10 Reserved	
A11 Special Contract Provisions	A11-1
A12 Appropriation	A12-1
A13 Purchase Unit	A13-1
A14 Procurement Quality Assurance Site	A14-1
A15 Acceptance Site	A15-1
A16 Accounting Classification Reference Number (ACRN)	A1 6-1
A17 Accounting Classification Data	A17-1
A18 Discount Terms	A18-1
A19 Indicator	A19-1
A20 Amount	A20-1
A21 Numbering	A21-1
A22 Transaction Status Indicator	A22-1
A23-A Contract Delivery Date Revision Agent	A2 3-A-1
A23-B Reason for Contract Delivery Date Revision	A23-B-1

	<u>PAGE</u>
A24 Contract Administration Office Recommendation Regarding Delayed Deliveries	A24-1
A25 Contract Shipment Advice	A25-1
A26 Mode of Shipment	A26-1
A27 Cash Discount Stipulation	A27-1
A28 Shipment/Acceptance Discrepancy Explanation	A28-1
A29 Transportation Priority	A29-1
A30 Contract Closeout Group	A30-1
A31 Text	A31-1
A32 Contract Payment Type	A32-1
A33 Contract Fund Reporting Transaction	A33-1
A34 Contract Payment Deduction/Collection	A34-1
A35 Contract Obligation Variance	A35-1
A36 Country Code	A3 6-1
A37 Plus/Minus Indicator	A37-1
A38 Reason for Delayed Closing of Contract File	A38-1
A39 Contract Payment Line Item Status	A39-1
A40 Special Reimbursable Provisions	A40-1
A41 Kind of Modification	A41-1
A42 Stock Number	A42-1
A43 Part Number	A43-1
A44 Shipment Identification Data	A44-1
A45 MILSTRIP Data	A45-1
A46 Quantity	A4 6-1
A47 Quantity Variance	A47-1
A48 Procurement Instrument Identification Number(PIIN)	A48-1
A49 Supplementary Procurement Instrument Identification Number(SPIIN)	A4 9-1
A50 Contract Line Item Number (CLIN)/Exhibit Line Item Number (ELIN)	A50-1
A51 Accounting Classification Data	A51-1
APPENDIX B - MILSCAP Telecommunication and Supplemental Accounting Information	B-1
B1 Military Standard Contract Administration Procedures (MILSCAP) Telecommunication Precedence Guide	B1-1
B2 Location of Supplemental Accounting Classification in MILSCAP	B2-1

	<u>PAGE</u>
APPENDIX c - MILSCAP Record Layouts	c-1
c1 Administrative Data Record #1	c1-1
C2 Administrative Data Record #2	C2-1
C3 Accounting Classification Record	C3-1
C4 Accounting Classification Trailer	C4-1
C5 Supplies Line Item Data Record #1	C5-1
C6 Supplies Line Item Data Record #2	C6-1
C7 Supplies Schedule Data Record	C7-1
C8 Services Line Item Data Record	C8-1
C9 Acknowledgment/Cancellation	C9-1
cl o Modification Header Record/Correction Header Record	C10-1
C11 Shipment Performance Notice Supplies Line Item	C11-1
C12 Shipment Performance Notice Services Line Item	C12-1
C13 Acceptance Alert	C13-1
cl 4 Acceptance Report	C14-1
C15 Stock Numbered RDF	C15-1
Cl 6 MILSTRIP Document Numbered RDF	C16-1
C17 Accounting Classification Header Record	C17-1
Cl 8 Disbursement/Collection Record	C18-1
C19 Deduction Record	C19-1
C2 o Variance Record	C20-1
C21 Line Item Report Record	C21-1
C22 Text Header Record	C22-1
C23 Contract Completion Statement	C23-1
C24 Unclosed Contract Status	C24-1
C25 Contract Closeout Extension	C25-1

APPENDIX D - Reserved

APPENDIX E - MILSCAP Validation Criteria	E-1
E1 Administrative Data Record #1	E1-1
E2 Administrative Data Record #2	E2-1
E3 Accounting Classification Data Record	E3-1
E4 Accounting Classification Data Trailer	E4-1
E5 Supplies Line Item Data Record #1	E5-1
E6 Supplies Line Item Data Record #2	E6-1
E7 Supplies Schedule Data Record	E7-1
E8 Services Line Item Data Record	E8-1

	<u>PAGE</u>
E9 Acknowledgment/Cancellation	E9-1
E10 Modification Header Record/Correction Header Record	E10-1
E11 Shipment Performance Notice Supplies Line Item	En-1
E12 Shipment Performance Notice Services Line Item	ElZ-1
E13 Acceptance Alert	E13-1
E14 Acceptance Report	E14-1
E15 Stock Numbered RDF	E1S-1
E16 MILSTRIP Document Numbered RDF	El 6-1
E17 Accounting Classification Header Record	E17-1
E18 Disbursement/Collection Record	E18-1
E19 Deduction Record	El 9-1
E20 Variance Record	E20-1
E21 Line Item Report Record	E21-1
E22 Text Header Record	E22-1
E23 Contract Completion Statement	E23-1
E24 Unclosed Contract Status	E24-1
E25 Contract Closeout Extension	E25-1
 APPENDIX K - MILSCAP Participants	 K-1
<i>Army Activities</i>	, K-2
<i>Navy Activities</i>	K-6
<i>Air Force Activities</i>	K-9
<i>DLA Activities</i>	K-12
<i>DFAS Activities</i>	K-22

ACRONYMS AND ABBREVIATIONS

<u>Acronym or Abbreviation</u>	<u>Definition</u>
A/A	Acceptance Alert, DI Code PK5
ACO	Administrative Contracting Officer
ACRN	Accounting Classification Reference Number
ADP	Automatic Data Processing
AMCL	Approved MILSCAP Change Letter
Applic	Applicable
A/R	Acceptance Report, DI Codes PKN/PKP
ARPA	Advanced Research Project Agency
ASD (P&L)	Assistant Secretary of Defense (Production and Logistics)
AUTODIN	Automatic Digital Network
BAAN	Budget Authori zat ion Account Number
BPAC	Budget Program Activity Code
CAGE	<i>Contractor and Government Entity (formerly H4/H8)</i>
CAo	Contract Administration Office
cc	Cost Center
CCE	Contract Closeout. Extension
CCS	Contract Completion Statement
CDD	Contract Delivery Date
CLIN	Contract Line Item Number
CONUS	Continental United States
CPN	Contract Payment Notice
DAAS	Defense Automatic Addressing System
DCMD	Defense Contract Management District
DD Form	Department of Defense Form
DFARS	DoD Federal Acquisition Regulation Supplement
DFAS	Defense Finance and Accounting Service
D I	Document Identifier
DLA	Defense Logistics Agency
DLMSO	Defense Logistics Management Systems Office
DLSS	Defense Logistics Standard Systems
DoD	Department of Defense
DoDAAC	Department of Defense Activity Address Code
DoDAAD	Department of Defense Activity Address Directory

<u>Acronym or Abbreviation</u>	<u>Definition</u>
DPAS	Defense Priorities and Allocations System
DPSC	Defense Personnel Support Center
DSN	Defense Switched Network
DSSN	Disbursing Station Symbol Number
E of E	Element of Expense
ELIN	Exhibit Line Item Number
EOM	End of Month
FAR	Federal Acquisition Regulation
FC	Formal Change
FDD	Forecast Delivery Date
FMS	Foreign Military Sales
FOB	Free on Board
IC	Interim Change
ICP	Inventory Control Point
IM	Inventory Manager
JANAP	Joint Army, Navy, and Air Force Publication
MAPAD	Military Assistance Program Address Directory
MILSCAP	Military Standard Contract Administration Procedures
MILSTAMP	Military Standard Transportation and Movement Procedures
MILSTRAP	Military Standard Transaction Reporting and Accounting Procedures
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MOCAS	Mechanization of Contract Administration Services
MPC	Materiel Program Code
NSN	National Stock Number
OF	Optional Form
PIIN	Procurement Instrument Identification Number
PIO	Provisioned Item Order
PM	Project Manager
PMCL	Proposed MILSCAP Change Letter
Po	Purchasing Office

<u>Acronym or Abbreviation</u>	<u>Definition</u>
PQA	Procurement Quality Assurance
PRON	Procurement Request Order Number
RC	Responsibility Center
RCN	Record Control Number
RCS	Report Control Symbol
RDF	Revised Delivery Forecast
RDT&E	Research, Development, Test, and Evaluation
RON	Reimbursable Order Number
RP	Record Position
SAMMS	Standard Automated Materiel Management System
SF	Standard Form
SPIIN	Supplementary Procurement Instrument Identification Number
SPN	Shipment Performance Notice
TCMD	Transportation Control and Movement Document
Ucs	Unclosed Contract Status
DD Form 250	Material Inspection and Receiving Report
DD Form 350	Individual Contracting Action Report (over \$25,000)
DD Form 375	Production Progress Report
DD Form 375-2	Delay in Delivery
DD Form 1155	Order for Supplies or Services
DD Form 1423	Contract Data Requirements List
DD Form 1594	Contract Completion Statement
DD Form 1716	Contract Data Package Recommendation/Deficiency Report
OF 336	Continuation Sheet
SF 1	Printing and Binding Requisition
SF 26	Award/Contract
SF 30	Amendment of Solicitation/Modification of Contract
SF 33	Solicitation, Offer, and Award
SF 1081	Voucher and Schedule of Withdrawals and Credits

REFERENCES

- (a) DoD Directive 4000.25, "Administration of Defense Logistics Standard Systems, " 18 November 1983.
- (b) DoD 4000 .25-13-S1, "DoD Logistics Data Element Dictionary/Directory, " January 1990, authorized by DoD Directive 4000.25.
- (c) DoD 5025.1-M, "DoD Directives System Procedures, " 31 December 1990, authorized by DoD Directive 5025.1, 16 October 1980.
- (d) Federal Acquisition Regulation.
- (e) DoD Federal Acquisition Regulation Supplement.
- (f) DoD 5000.12-M, "DoD Manual for Standard Data Elements, " July 1989, authorized by DoD Directive 5000.12, Data Element and Data Codes Standardization Procedures.
- (g) DoD 4000.25-13-M, "DoD Logistics Data Element Standardization and Management Program Procedures, " January 1984, authorized by DoD Directive 4000.25.
- (h) DoD 4000.25-1-M (formerly DoD 4140.17-M), "Military Standard Requisitioning and Issue Procedures," 1 May 1987, authorized by DoD Directive 4000.25.
- (i) DoD 4000.25-2-M (formerly DoD 4140.22-M), "Military Standard Transaction Reporting and Accounting Procedures, " 1 May 1987, authorized by DoD Directive 4000.25.
- (j) DoD 4500.32-R, "Military Standard Transportation and Movement Procedures, " 15 March 1987.
- (k) JANAP 128, "Automatic Digital Network (AUTODIN) Operating Procedures."
- (l) DLAH 4105.4, "DoD Directory of Contract Administration Services Components, " 23 June 1992, authorized by DASD(P) Memorandum dated 5 April 1990, subject: Directory of Contract Administration Services.
- (m) DoD Directive 5000.1, "Major and Non-Major Defense Acquisition Programs, " 1 September 1987.

DoD 4000.25-5-M

- (n) DoD Directive 4410.6, "Uniform Materiel Movement and Issue Priority System, " 30 October 1980.
- (o) DoD 4000.25-6-M, "DoD Activity Address Directory (DoDAAD), " December 1992, authorized by DoD Directive 4000.25.
- (P) DoD 4000.25-8-M, "Military Assistance Program Address Directory System (MAPAD), " August 1990, authorized by DoD Directive 4000.25.
- (q) Cataloging Handbook H4/H8, Commercial and Government Entity (CAGE).
- (r) Defense Priorities and Allocations System Handbook, October 1984.
- (s) DoD Instruction 7060.2, "International Balance of Payments Program -- Accounting, Reporting and Estimating, " 16 January 1969.
- (t) DoD 7220.9-M, DoD Accounting Manual, October 1983.

•

DEFINITIONS AND TERMS

ACCOUNTING CLASSIFICATION REFERENCE NUMBER (IACRN) . A two position alphanumeric control code assigned (in accordance with DFARS 204.7108) to each accounting classification used in a single contract.

ADP POINT. The activity which provides Automatic Data Processing (ADP) services to the contract administration office (CAO) or the purchasing office (PO) ; usually the field activities of the Defense Contract Management Command (DCMC) . (In the case of a purchasing office or a plant cognizant CAO, the ADP activity may be collocated with the CAO/PO or it could be located at some other remote site.)

AUTOMATIC DIGITAL NETWORK (AUTODIN) . A computer controlled, electronic, fully secured, high-speed, common user, data communication system, that provides both direct user-to-user, and store and forward message switching service for DoD and other Government Agencies on a worldwide basis.

CLIN . An abbreviation of contract line item number (CLIN) which is used for identifying an item of supply or service on a contractual document. (See DFARS 204.7104.)

CONTRACT ABSTRACT. A representation, in machine processable form, of key elements of contractual data.

CONTRACT ADMINISTRATION OFFICE (CAO) . A DoD Contract Administration Services (CAS) Component which performs assigned functions, or a purchasing office which retains functions related to the administration of contracts. (Included in this definition are all geographic and plant-type organizations of the Military Departments engaged in the performance of field contract administration services.)

CONTRACT MODIFICATION. Any written alteration in the specifications, delivery point, rate of delivery, contract period, price, quantity, or other contract provision of an existing contract, whether accompanied by unilateral action in accordance with a contract provision, or by mutual action of the parties to the contract. It includes: (1) bilateral actions such as supplemental agreements and (2) unilateral actions such as change orders, administrative changes, notices of termination, and notices of the exercise of a contract option.

DOD CONTRACT ADMINISTRATION SERVICES (CAS) COMPONENT . A DoD office listed in DLAH 4105.4, "DoD Directory of Contract Administration Services Components, " performing contract administration services.

ELIN . An abbreviation of exhibit line item number (ELIN) which is used to identify an item of supply or service listed on an exhibit or schedule forming a part of a contractual document. (See DFARS 204.7105.)

INVENTORY CONTROL POINT (ICP) . The organizational element within a distribution system which is assigned responsibility for system-wide direction and control of materiel including such management functions as the computation of requirements, the initiation of procurement or disposal actions, the development of worldwide quantitative and monetary inventory data, and the positioning and repositioning of materiel.

MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES

(MILSTRIP) . A system of standard data elements, codes, forms, and formats for the requisition and issue of materiel, adaptable to both manual and mechanical document preparation transmission and processing. MILSTRIP is applicable to all DoD activities requisitioning on wholesale distribution systems, to civil Agencies requisitioning on the military or General Services Administration (GSA) distribution systems, to foreign government requisitions under the Military Assistance Program (MAP) , and to contractors requisitioning Government furnished materiel in connection with contracts for repair, rebuild, and overhaul. (See DoD 4000.25 -1-M.)

MILITARY STANDARD TRANSACTION REPORTING AND ACCOUNTING

PROCEDURES (MILSTRAP) . A standard inventory accounting system which provides uniform codes and formats for processing and recording receipt, adjustment, and issue transactions. MILSTRAP is applicable to inventory control, stock control, and storage activities of the Military Services supply distribution systems. (See DoD 4000 .25-2 -M.)

MILITARY STANDARD TRANSPORTATION AND MOVEMENT PROCEDURES

(MILSTAMP) . A system of standard data elements, codes, forms, formats , rules, and methods for shipment of materiel within the Defense Transportation System (DTS) . MILSTAMP applies to shipments originating at Government facilities (including GSA depots) and at contract facilities which terminate at military installations or at foreign government destinations under the MAP Grant Aid. (See DoD 4500.32-R.)

PIIN. An abbreviation of procurement instrument identification number (PIIN) which is used for identifying contractual documents and controlling MILSCAP transactions. (See DFARS, subpart 204.70.)

PRIMARY CONTRACT ADMINISTRATION OFFICE (PRIMARY CAO) . The DoD Contract Administration Services (CAS) Component reflected in the "Administered By" block of the contract or the purchasing office when the "Administered By" block of the contract is blank.

PROVISIONING ORDER. A written notification to a contractor to deliver spare repair parts against a line item already contained in a contractual instrument. (Both delivery date and prices may be estimated on the order subject to later definitization on a supplemental agreement.)

PURCHASING OFFICE (PO) . The office which awards or executes a contract for supplies or services.

X-OVERPUNCH . A punch in the 11th row, sometimes referred to as the X-row, of an 80 position record.